



June 3, 2020

Dear PBS Customer,

Thank you for your continued work with the U.S. General Services Administration's (GSA) Public Buildings Service (PBS) in FY 2020. We appreciate your business and are reaching out with some important dates and information regarding the Reimbursable Services Program. As a reminder, both PBS and customer agencies must follow appropriate fiscal law and regulations, in addition to PBS policies, when submitting, reviewing, and accepting RWAs.

RWA Deadlines:

We are excited to announce that as a result of having customers provide WRs and RWAs through eRETA, PBS is able to process fully executable RWAs faster, and can extend the year end deadlines for the very first time!

FY 2020 Year End Deadline: Economy Act and DoD RWAs: Friday, July 17, 2020

All Economy Act and Department of Defense (DoD) RWAs must be sent to PBS for acceptance in eRETA by Friday, July 17, 2020. RWAs for above standard tenant improvement (TI) costs are required prior to lease award. Given the complexity and time associated with leases, it is probable that funds will need to cross fiscal years without obligation by PBS. In such scenarios, PBS cannot assist in complying with internal customer financial constraints or the Economy Act.

Economy Act RWAs received after July 17, 2020 will be at a higher risk for non-acceptance as we approach the end of the fiscal year when the potential inability to contract for goods or non-severable services by September 30th escalates.

FY 2020 Year End Deadline: Property Act RWAs: Tuesday, September 8, 2020

All fully executable Property Act RWAs must be sent to PBS for acceptance in eRETA by Tuesday, September 8, 2020.

Fully executable RWAs must include:

- Clearly defined scope of work for a current bona fide need
- Appropriate funding based upon a linked and approved eRETA Summary Cost Estimate (SCE)
- "Customer Request for Acceptance Letter" has been generated, and a copy has been automatically saved in the Documentation/Audit section of eRETA

PBS is unable to accept new RWAs from customers after September 8, 2020. The only exception is for amendments for within-scope changes or severable service (e.g., additional cleaning services in response to COVID19) requests.

RWAs received after the above dates will be returned and may be re-submitted in eRETA in FY 2021 with available funding. In the event of an emergency need after September 8th, please contact your RWA Manager. An emergency is an occurrence that puts people or the asset in immediate danger; or that renders the asset, or a portion of the asset, useless for the immediate requirement, or when a repair must be made to avoid further property damage. Emergency requests are handled on a case-by-case basis.

As a reminder, F Type RWAs are automatically closed out on September 30th. All goods or services procured for F type RWAs must be delivered no later than September 30, 2020. We encourage you to work with your regional contacts to appropriately reduce funding on F Type RWAs prior to the end of September.

RWA Submission & eRETA:

RWA information must be entered directly into PBS' eRETA application and submitted for potential acceptance. Submitting an RWA or Work Request to PBS does not guarantee acceptance. You should not obligate funds until you receive a PBS signed RWA and Acceptance Letter.

Please note, a Work Request is different from a fully executable RWA. A Work Request initiates a project and starts the planning process to develop and refine a scope of work, schedule and estimate. Work Requests without a linked Summary Cost Estimate (SCE) are not fully executable and cannot be sent for acceptance until an SCE is linked. For a visual of the Work Request-RWA Process, please use the following [link](#).

Work Requests may be sent to GSA at any time; there are no deadlines imposed upon them. If you intend to use current fiscal year funding, the WR must be provided in advance of the above deadline so PBS has appropriate time to develop the requirements, scope and estimate. The time it takes to develop these items depends upon the complexity of the scope of work. If you intend to use future fiscal year funding, you may select the appropriate information in the "FY Needed" field. This will help ensure we prioritize current fiscal year needs first.

Digital signatures are not captured by either entity until after all customer and GSA data is fully populated in eRETA and any necessary GSA review has been completed. As such, digital signatures may be applied after the deadlines mentioned above. It is required that both digital signatures are applied prior to the end of the fiscal year (September 30th) for a valid obligation to exist, so it is imperative that both customer and PBS approving officials review and apply their digital signatures timely. If BOTH digital signatures are NOT applied by September 30th there is nothing GSA can do to validate the obligation.

Training Opportunities:

The Reimbursable Services Program will continue to provide eRETA training through the Client Enrichment Series Training platform at least through the remainder of the fiscal year. There will be an opportunity each month to participate in our "eRETA Digest" training. Reference www.gsa.gov/ces for more details and to register for these live eRETA training opportunities. Additional training and resources can be found at www.gsa.gov/rwa and www.gsa.gov/ereta.

RWA Fee Reform:

As you are aware, the fee structure for RWAs is changing for the first time since 1995. The current 4% fee and sliding scale fee is being replaced by a simple, single fee based on overall project costs. The new fee structure will apply to nonseverable RWAs with an Acceptance Date on or after August 1, 2020. Any nonseverable RWA accepted prior to August 1, 2020, will continue to be charged the existing 4% fee and existing sliding scale fee. The new fee structure will also be applied to all severable RWAs based on the first day of the period of performance of the requested service. Additional details on implementation as well as some informational training opportunities planned for June and July are available at www.gsa.gov/rwa.

Questions:

Thank you for your attention to the details of this letter and your continued partnership with PBS. Please contact your RWA Manager with any questions. RWA Manager contact information and additional guidance can be found at www.gsa.gov/rwa. Information on eRETA and details on how to gain access to the application can be found at www.gsa.gov/ereta.

A handwritten signature in black ink, appearing to read "Keith Colella", with a horizontal line extending to the right.

Keith Colella
Director
GSA PBS Project Delivery Excellence Division
Reimbursable Services and Small Projects Programs